




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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Reference No. 2023- 109  
November 14, 2023

## MEMORANDUM FROM THE DIRECTOR

TO : ALL BAR DIVISION AND UNITS' RECORDS CUSTODIAN

THRU :  **JOELL H. LALES**  
Assistant Director and Interim Head, AFD

SUBJECT : CONDUCT OF INVENTORY AND DISPOSAL OF VALUELESS RECORDS

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In preparation for our request for Records Disposition to the National Archives of the Philippines (NAP), you are hereby directed to conduct an inventory of all valueless and obsolete records and accomplish the attached **NAP Form 1: Records Inventory and Appraisal**. Retention period of records are indicated in the enclosed **NAP General Records Disposition Schedule (GRDS)** for your reference.

Kindly submit your inventory and appraisal to the Records Unit on or before December **4**, 2023.

For compliance.

  
**JUNEL B. SORIANO, PhD**  
Director

